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ABSTRACT

THE SCOPE OF TRAINING ABSTRACTS SERVICE (TAS) COVERAGE IS EXPLAINED, ALONG WITH THE ABSTRACTS AND THEIR PRODUCTION, USE OF THE TAS CLASSIFICATION SCHEME, ACCESS TO SOURCE MATERIALS, AND INFORMATION ON ORDERING FROM THE TAS. APPENDIX 1 CONTAINS THE TAS CLASSIFICATION SCHEDULES: GENERAL; NATIONAL CONSIDERATIONS; THE EDUCATIONAL SYSTEM; TRAINING SPECIALISTS; IDENTIFICATION OF TRAINING NEEDS; THE TRAINEE; TRAINING ADMINISTRATION; TRAINING METHODS AND LEARNING AIDS; TRAINING EFFECTIVENESS. OTHER APPENDIXES CONTAIN SPECIMEN ABSTRACT AND QUARTERLY INDEX CARD, PERIODICALS SCANNED, COOPERATING ORGANIZATIONS IN THE UNITED STATES AND GREAT BRITAIN, INDUSTRIES AND THEIR STANDARD INDUSTRIAL STATES AND GREAT BRITAIN, INDUSTRIES AND THEIR STANDARD INDUSTRIAL CLASSIFICATION NUMBERS, GROUPS AND SUBGROUPS OF THE INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS, EXAMPLES OF UNIVERSAL DECIMAL CLASSIFICATION NUMBERS FOP SUBJECT MATTER OF TRAINING COURSES, AND AN ALPHABETICAL INDEX TO TERMS IN THE TAS CLASSIFICATION. (A RELATED DOCUMENT IS ED 016 913, TRAINING ABSTRACT SERVICE, NOTES FOR USERS.) (LY)

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TRAINING ABSTRACTS SERVICE

Guide and Classification

DEPARTMENT OF EMPLOYMENT AND PRODUCTIVITY
Training Services Agency
168 Regent St., London W.1 (Telephone 01-437 9020)

ED035841

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TRAINING ABSTRACTS SERVICE

The Objective

The objective of the Service is to inform users about developments in training *at all levels* from operative to manager. It covers the full range of the training function and also includes some related topics which are critical to training, for example, manpower planning, selection, technical education, technological change. Selection of books, general articles, research reports and other published material is on the basis of their relevance and significance to training.

The Service provides wide coverage of English language sources from this country and overseas. No systematic attempt is made to provide coverage of foreign language sources, though relevant material becoming available through the International Vocational Training Research and Information Centre (CIRF) of the International Labour Office is regularly included.

The Abstracts

Individual abstracts up to 400 words in length are printed on standard six inch by four inch cards. A *sample card* explaining the layout is illustrated in Appendix 1. Abstracts produced in boxed batches of about 80 cards are despatched to users at the beginning of each month.

Each abstract is written as a factual summary of a report, article or book without offering criticism or comment. If subsequently the summary is found to have distorted the facts contained in the original, a revision will be issued.

The inclusion of an abstract does not mean that the Department of Employment and Productivity (DEP) necessarily supports or agrees with any opinions which may be expressed; nor does the exclusion of material indicate disagreement. We shall be pleased to have our attention drawn to relevant material which has not appeared as an abstract.

Production of Abstracts

Abstracts are produced in two ways;

(a) some are written by DEP staff. A list of the periodicals regularly scanned for this purpose is provided at Appendix 2,

(b) others are reproduced, with permission, from other abstracting services which have an interest in training.

The organisations with which we have agreed to exchange abstracts are listed in Appendix 3. We wish to acknowledge with thanks their ready co-operation.

These exchange arrangements enable us to provide a more comprehensive service than would otherwise be possible, but there are the disadvantages that -

(a) the lapse of time between the publication of the original material and the appearance of our abstract may be substantial;

(b) the length, content and style of reproduced abstracts may vary considerably.

Storage and Retrieval

The DEP have developed a special classification to provide an adequate system for classifying training material. A full explanation of this and a detailed breakdown is given in Appendix 4.

Our abstracts are so classified. We recommend that you file the cards in the *main classification order*, i.e. using the entry in heavy type in the top right hand box. You will then build up an information store to which you can refer selectively at any time by translating your query into the appropriate classification number(s).

This looks after retrieval by 'main classification'. However, many abstracts require two or more classification numbers to describe their contents adequately. Index cards are, therefore, issued quarterly so that users can retrieve abstracts cards by their *subsidiary classifications*. These index cards list all subsidiary classifications which have appeared during the quarter, and indicate against each entry the serial numbers and in brackets main classification of relevant abstracts.

A specimen *index card* is illustrated at Appendix 8.

Access to Source Material

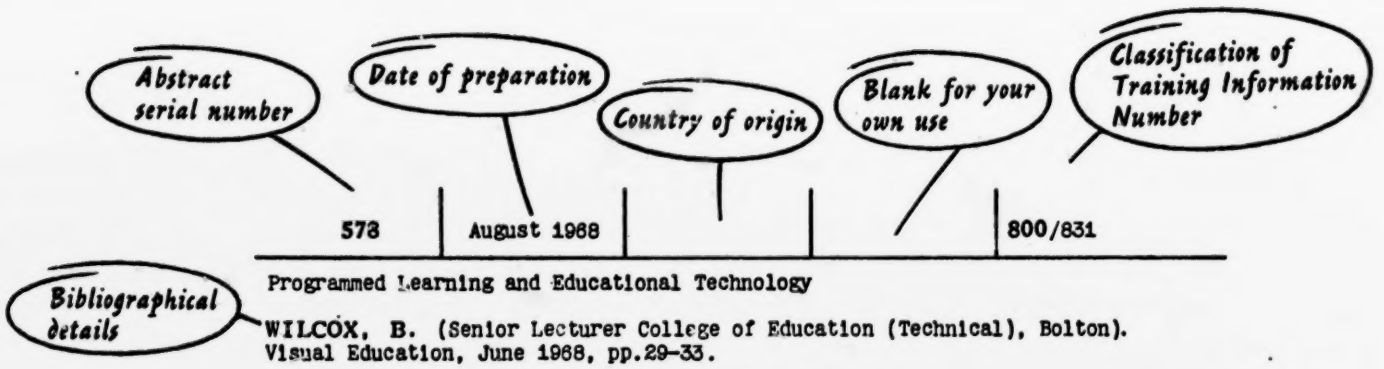
We are *not* able to offer a loan service of the original material referred to in the abstracts. Anyone wishing to consult the original publication is advised to do so through the public library service or through the National Lending Library for Science and Technology. The NLL lends to approved borrowers only. Libraries not already on the approved list should apply to the Director at the National Lending Library for Science and Technology, Walton, Boston Spa, Yorkshire. Photo copies can also be supplied by the NLL and full details of this service are available from the same address.

General

The subscription of £5.10s. runs for a calendar year. Subscribers added to the list in the course of a year receive abstracts produced earlier that year.

It would be helpful if you would quote your TAS No. in any enquiries about your subscription, change of address, non-receipt of abstracts etc. This number is given in the original letter acknowledging your subscription, and is quoted each month on the top line of the addressograph label on the box in which your abstracts are enclosed.

Comments on the Service will be welcomed and should be addressed to the Training Abstracts Service, Department of Employment and Productivity, Training Division TD4, 168 Regent Street, London, W.1. Telephone: 01-437-9088.



Programmed Learning and Educational Technology

WILCOX, B. (Senior Lecturer College of Education (Technical), Bolton). Visual Education, June 1968, pp.29-33.

The paper seeks to show that (1) programmed learning is an attempt to rectify some of the short-comings of conventional and classroom teaching; (2) that although the technique has only been partially and imperfectly exploited it may be seen as the fore-runner of a future educational technology; (3) that educational technology has implications for educational aims.

The early work in programmed learning based on the approaches of Skinner and Crowder are briefly discussed. Later emphasis on the importance of defining instructional objectives is examined in more detail. Methods of analysis of objectives suggested by Mager are considered and a more detailed analysis of Bloom is discussed.

The concept of clearly defined instructional objectives may be considered by some people to be in direct conflict with the full development of the individual through education in its broader sense. An attempt to avoid this apparent impasse is made by distinguishing between general educational aims and specific instructional objectives. It is with the latter that programmed learning is concerned.

The inadequate construction of some programmes based on a narrow interpretation of Skinner's concepts is illustrated and a more appropriate learning environment

4/5-

SPECIMEN ABSTRACT CARD

Appendix I

PERIODICALS SCANNED ON A REGULAR BASIS

ADULT EDUCATION National Institute of Adult Education,
35 Queen Anne Street, London W.1. Bimonthly.

AMERICAN VOCATIONAL JOURNAL American Vocational Association Inc.,
1025, 15th Street N.W., Washington, D.C. 20005. Monthly.

A.T.M. BULLETIN Association of Teachers of Management,
Administrative Staff College, Henley. 5 issues p.a.

AV. COMMUNICATION REVIEW Department of Audiovisual Instruction,
1201, 16th Street N.W., Washington, D.C. 20036.

BACIE JOURNAL British Association for Commercial and Industrial Education,
16 Park Crescent, Regents Park, London W.1. Quarterly.

BACIE MEMORANDA British Association for Commercial and Industrial Education,
16 Park Crescent, Regents Park, London W.1. Quarterly.

BRITISH EDUCATION INDEX The Library Association,
7 Ridgmount Street, Store Street, London W.C.1. 3 issues p.a.

B.I.M. MANAGEMENT ABSTRACTS British Institute of Management,
Management House, Parker Street, London W.C.2. Quarterly.

BRITISH JOURNAL OF EDUCATIONAL PSYCHOLOGY British Psychological Society,
Tavistock House South, Tavistock Square, London W.C.1.
3 issues p.a.

BRITISH JOURNAL OF INDUSTRIAL RELATIONS London School of Economics and Political Science,
Houghton Street, Aldwych, London W.C.2. 3 issues p.a.

BRITISH JOURNAL OF PSYCHOLOGY British Psychological Society,
Tavistock House South, Tavistock Square, London W.C.1.
Quarterly.

BRITISH JOURNAL OF SOCIAL AND CLINICAL PSYCHOLOGY British
Psychological Society,
Tavistock House South, Tavistock Square, London W.C.1.
Quarterly.

BRITISH JOURNAL OF SOCIOLOGY British Sociological Society,
Routledge and Kegan Paul Ltd., Broadway House,
68-74, Carter Lane, London E.C.4. Quarterly.

BRITISH PSYCHOLOGICAL SOCIETY BULLETIN British Psychological
Society,
Tavistock House South, Tavistock Square, London W.C.1.
Quarterly.

BRITISH TECHNOLOGY INDEX The Library Association,
7 Ridgmount Street, Store Street, London W.C.1. Monthly.

BUSINESS MANAGEMENT Business Management,
Mercury House, Waterloo Road, London S.E.1. Monthly.

C.B.I. EDUCATION AND TRAINING BULLETIN Confederation of British
Industry,
21 Tothill Street, London S.W.1. Quarterly.

CIRF ABSTRACTS
CIRF, International Labour Office, CH-1211, Geneva 22,
Switzerland. 6 issues p.a.

CITY AND GUILDS BROADSHEET City and Guilds of London Institute,
76 Portland Place, London W.1. Monthly.

THE COMMERCIAL STUDIES TEACHER Pergamon Press Ltd.,
Headington Hill Hall, Oxford. Quarterly.

ECONOMIST The Economist Newspaper Ltd.,
25 St. James's Street, London S.W.1. Weekly.

EDUCATIONAL RESEARCH National Foundation for Educational Research, The Mere, Upton Park, Slough. 3 issues p.a.

EDUCATIONAL TECHNOLOGY Educational Technology, P.O. Box 508, Saddle Brook, New Jersey 07662 U.S.A. Fortnightly.

ELECTRONICS WEEKLY National Trade Press Ltd., 40 Bowling Green Lane, London E.C.1. Weekly.

EMPLOYMENT AND PRODUCTIVITY GAZETTE H.M.S.O. London. Monthly.

ENGINEERING Engineering Ltd., 36 Bedford Street, London W.C.2. Weekly.

ENGINEERING NEWS National Trade Press Ltd., 40 Bowling Green Lane, London E.C.1. Weekly.

ERGONOMICS Ergonomics Research Society, Taylor and Francis Ltd., Red Lion Court, Fleet Street, London E.C.4. Monthly.

HOME STUDY The National Extension College, 8 Shaftesbury Road, Cambridge CB2 2BP. Quarterly.

HUMAN FACTORS JOURNAL of the Human Factors Society, John Hopkins Press, Baltimore, U.S.A. 6 issues p.a.

HUMAN RELATIONS Tavistock Centre, Belsize Lane, London N.W.3. Quarterly.

INDUSTRIAL SOCIETY The Industrial Society, 48 Bryanston Square, London W.1. Monthly.

INDUSTRIAL TRAINING INTERNATIONAL Pergamon Press, Headington Hill Hall, Oxford. Monthly.

INTERNATIONAL SOCIAL SCIENCE JOURNAL Unesco, Place de Fontenoy, 75 Paris - 7e. Quarterly.

I.P.M. DIGEST Institute of Personnel Management,
5 Winsley Street, Oxford Circus, London W.1. Monthly.

JOURNAL OF APPLIED BEHAVIOURAL SCIENCE National Training Laboratories,
NEA, 1201 Sixteenth Street, N.W., Washington, D.C. 20036, U.S.A. Quarterly.

JOURNAL OF APPLIED PSYCHOLOGY American Psychological Association,
1200 Seventeenth Street, N.W., Washington, D.C. 20036, U.S.A. Bimonthly.

JOURNAL OF MANAGEMENT STUDIES Basil Blackwell,
Broad Street, Oxford. 3 issues p.a.

MANAGEMENT DECISION
Gillow House, Winsley Street, Oxford Circus, London W.1. Quarterly.

MANAGEMENT TODAY
Gillow House, Winsley Street, Oxford Circus, London W.1. Monthly.

MANPOWER AND APPLIED PSYCHOLOGY The Ergon Press,
45 South Mall, Cork, Ireland. 2 issues p.a.

MEDICAL RESEARCH COUNCIL Unit for Research on Occupational Aspects of Ageing Bulletin, University of Liverpool,
7 Abercromby Square, Liverpool 7. Fortnightly.

METALWORKING PRODUCTION
McGraw-Hill House, Shoppenhangers Road, Maidenhead, Berks. Weekly.

NEW SCIENTIST
128 Long Acre, London W.C.2. Weekly.

NEW SOCIETY
128 Long Acre, London W.C.2. Weekly.

NEW UNIVERSITY Cornmarket Press, Ltd.,
9 Manchester Square, London W.1. Monthly.

OCCUPATIONAL PSYCHOLOGY National Institute of Industrial Psychology,
14 Welbeck Street, London W.1. Quarterly.

OECD OBSERVER OECD Information Service,
Chateau de la Muette, 2 rue Andre Pascal, F. 75 Paris 16.
Bimonthly.

O AND M BULLETIN Management Services Group of Divisions of H.M. Treasury,
Treasury Chambers, Great George Street, London S.W.1.
Quarterly.

ON COURSE Department of Education and Science,
Curzon Street, London W.1. Quarterly.

OUTLOOK (NCB) JOURNAL National Coal Board,
Hobart House, Grosvenor Place, London S.W.1. Quarterly.

OVAC BULLETIN Overseas Visual Aids Centre,
Tavistock House South, Tavistock Square, London W.C.1.
2 issues p.a.

PERSONNEL MANAGEMENT Business Publications Ltd.,
Mercury House, Waterloo Road, London S.E.1. Monthly.

PERSONNEL PRACTICE BULLETIN Commonwealth Department of Labour and National Service,
Australia. Quarterly.

PERSONNEL PSYCHOLOGY Personnel Psychology Inc.,
P.O. Box 6965, College Station, Durham N.C., U.S.A. Quarterly.

PROGRAMMED LEARNING AND EDUCATIONAL TECHNOLOGY
Association for Programmed Learning,
27 Torrington Square, London W.C.1. Quarterly.

PROJECT Department of Education and Science,
Curzon Street, London W.1. 3 issues p.a.

PSYCHOLOGICAL ABSTRACTS The American Psychological Association Inc.,
1200 Seventeenth Street, Washington, D.C. 20036, U.S.A.
Monthly.

PSYCHOLOGICAL BULLETIN American Psychological Association Inc.,
1200, 17th Street, Washington, D.C. 20036, U.S.A. Monthly.

PSYCHOLOGICAL REVIEW The American Psychological Association Inc.,
1200 Seventeenth Street, Washington, D.C. 20036, U.S.A.
Bimonthly.

PSYCHOLOGY TODAY Psychology Today,
P.O. Box 60407, Terminal Annex, Los Angeles,
California 90060, U.S.A. Monthly.

PUBLIC ADMINISTRATION Royal Institute of Public Administration,
24 Park Crescent, London W.1. Quarterly.

R.I.D. ABSTRACTS Min. Tech. TIL Reports Centre,
Station Square, St. Mary Cray, Orpington, Kent, BR5 3RE.
Semi-monthly.

RESEARCH IN EDUCATION ERIC, U.S. Office of Education,
400 Maryland Avenue, S.W., Washington, D.C. 20202.

RESEARCH INTO HIGHER EDUCATION (ABSTRACTS) Society for Research into Higher Education,
20, Gower Street, London W.C.1. Quarterly.

SOCIOLOGY Clarendon Press,
Oxford. 3 issues p.a.

SOCIOLOGY OF EDUCATION ABSTRACTS Department of Adult Education and Extra-Mural Studies, University of Liverpool,
9 Abercromby Square, Liverpool 7. Quarterly

SUPERVISOR (Journal of I.S.M.)
22 Bore Street, Lichfield, Staffs. Monthly.

TECHNICAL EDUCATION ABSTRACTS National Foundation for Educational Research,
The Mere, Upton Park, Slough, Bucks. Quarterly.

TECHNICAL EDUCATION AND INDUSTRIAL TRAINING Evans Bros. Ltd.,
Montague House, Russell Square, London W.C.1. Monthly.

TECHNICAL JOURNAL Association of Teachers in Technical Institutions,
Hamilton House, Mabledon Place, London W.C.1. Monthly.

TIMES EDUCATIONAL SUPPLEMENT Times Newspaper Ltd.,
Printing House Square, Blackfriars, London E.C.4. Weekly.

TRAINING AND DEVELOPMENT JOURNAL American Society for Training and Development,
313 Price Place, P.O. Box 5307, Madison, Wisconsin 53705, U.S.A. Monthly.

TRAINING FOR PROGRESS
CIRF, International Labour Office, CH-1211, Geneva 22, Switzerland. Quarterly.

TRAINING OFFICER Institution of Training Officers,
274-278 The Corn Exchange, Fennel Street, Manchester 4.
Monthly.

TRENDS IN EDUCATION Department of Education and Science,
Curzon Street, London W.1. Quarterly.

VISUAL EDUCATION National Committee for Audio-Visual Aids in Education,
33 Queen Anne Street, London W.1. Monthly.

VOCATIONAL ASPECT OF EDUCATION Pergamon Press,
Headington Hill Hall, Oxford. 3 issues p.a.

ORGANISATIONS WITH WHICH AN ARRANGEMENT TO EXCHANGE ABSTRACTS HAS BEEN MADE

American Psychological Association
1200 Seventeenth Street, N.W. Washington D.C. 20036
'Psychological Abstracts' published monthly.

American Society for Training and Development
P.O. Box 5307 Madison, Wisconsin, 53705.
A number of abstracts appear in the Society's official magazine 'Training and Development Journal', published monthly.

Association for Programmed Learning
27 Torrington Square, London, W.C.1.
Abstracts appear in the Association's journal 'Programmed Learning and Educational Technology' published quarterly.

British Association for Commercial and Industrial Education (BACIE), 16 Park Crescent, London, W.1.
A bibliography appears in the Association's quarterly 'Journal'.

British Institute of Management
Management House, Parker Street, London, W.C.2.
'Management Abstracts' published quarterly.

Educational Resources Information Center,
U.S. Government Printing Office,
Washington D.C. 20402.
Published monthly.

Human Factors Journal of the Human Factors Society,
John Hopkins Press, Baltimore, U.S.A.
6 issues p.a.

International Vocational Training Research and Information Centre
(CIRF), London Office
International Labour Office
40 Piccadilly, London, W.1.
'CIRF Abstracts' published six times a year.

Medical Research Council
Unit for Research on Occupational Aspects of Ageing
University Department of Psychology
7 Abercromby Square, Liverpool, 7
Fortnightly Information Bulletin.

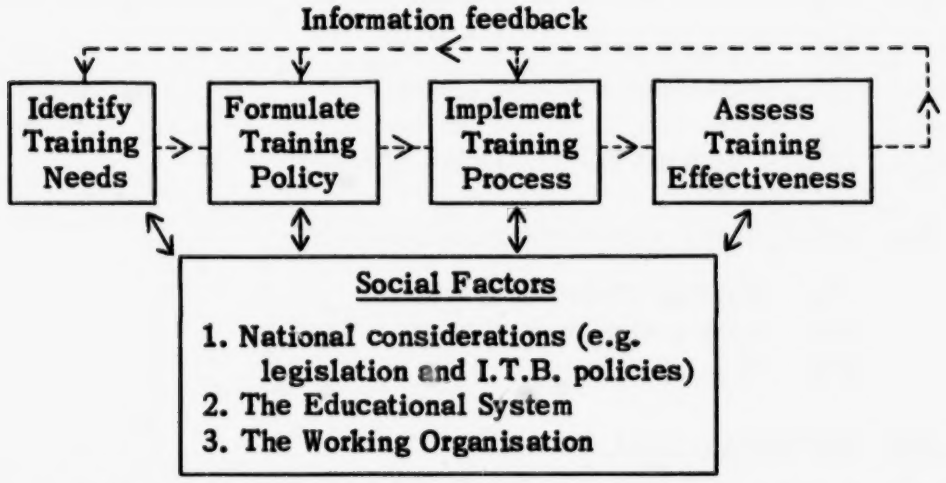
National Foundation for Educational Research
The Mere, Upton Park,
Slough, Bucks.
'Technical Education Abstracts' published quarterly.

Society for Research into Higher Education
2 Woburn Square, London, W.C.1.
'Research into Higher Education Abstracts' published quarterly.

University of Liverpool
Department of Adult Education and Extra-mural Studies
Liverpool 7
'Sociology of Education Abstracts' published quarterly.

CLASSIFICATION OF TRAINING INFORMATION

The classification of material in the training field poses a number of problems which are not entirely solved within existing general classification systems (e.g. Universal Decimal or Dewey). A specialised system has therefore been developed by the Department with the advice of interested organisations. It is based on an analysis of the training function which may be represented by four steps carried out in the context of three main groups of social factors, the whole providing a 'feedback' system:-



From this Analysis the classification has been developed to give the following ten main schedules:-

0 - General
1 - National considerations
2 - The Educational System
3 - The Working Organisation
4 - Training Specialists
5 - Identification of Training Needs
6 - The Trainee
7 - Training Administration
8 - Methods and Aids
9 - Assessment of Effectiveness.

A detailed numerical breakdown of each schedule follows. An alphabetical index to the terms used in the schedules appears in Appendix 9.

CLASSIFICATION OF TRAINING INFORMATION

GENERAL: SCHEDULE 0

000 INFORMATION PROCESSING AND CLASSIFICATION SYSTEMS

- 001 Classification of Training Information
- 002 Universal Decimal Classification (UDC)
- 003 Techniques and problems of information processing

010 AIMS, PURPOSES, PRINCIPLES OF TRAINING

020 REFERENCE WORKS INCLUDING GLOSSARIES AND DICTIONARIES

- 021 Glossary of Training Terms
- 022 Directories and Year Books

030 PUBLICATIONS ON TRAINING POLICY

040 SPECIALIST TRAINING PUBLICATIONS

- 041 Training Abstracts Service
- 042 Other abstracts services
- 043 Training Information Papers

050 INTERNATIONAL ORGANISATIONS

- 051 International Labour Office, ILO
- 052 Organisation for Economic Co-operation and Development, OECD
- 053 UNO and its agencies
- 054 Common Market

060 TRAINING IN OTHER COUNTRIES

- 061 Training systems in particular countries
- 062 National differences

070 BIBLIOGRAPHIES

080 RESEARCH METHODOLOGY AND PUBLICATIONS

- 081 Research methodology
- 082 Training Research Register
- 083 Other research registers
- 084 Research reports

090 RESEARCH ORGANISATIONS

- 091 Research Associations
- 092 Agricultural Research Council
- 093 Medical Research Council
- 094 Science Research Council
- 095 Social Science Research Council
- 096 Other research organisations, units etc.

NATIONAL CONSIDERATIONS: SCHEDULE I

100 NATIONAL CONSIDERATIONS

110 GOVERNMENT DEPARTMENTS

- 111 Economic Affairs, Department of; National Economic Development Office
- 112 Education and Science, Department of
- 113 Defence, Ministry of, including the 'Services'
- 114 Employment and Productivity, Department of
- 115 Technology, Ministry of

120 MANPOWER (See also 510)

- 121 Planning, forecasting, budgeting policy and techniques
- 122 Mobility of labour
- 123 Redundancy, redeployment
- 124 Productivity
- 125 Industrial relations (includes shop steward training)

130 LEGISLATION EXCLUDING TRAINING LEGISLATION

- 131 Educational legislation
- 132 Safety, health and welfare legislation

140 TRAINING LEGISLATION

- 141 Industrial Training Act

150 INDUSTRIAL TRAINING BOARDS

- 151 Specific Boards
- 152 Levy, grants schemes
- 153 Appeals procedures
- 154 Training recommendations

160 CENTRAL ADVISORY BODIES

- 161 Central Training Council
- 162 National Council for Educational Technology

170 EMPLOYERS' ORGANISATIONS

- 171 Confederation of British Industry (CBI)
- 172 Specific organisations

180 TRADE UNIONS

- 181 Trades Union Congress
- 182 Specific trade unions

190 OTHER ORGANISATIONS INVOLVED IN TRAINING

- 191 Associations, societies, trusts and foundations etc.
- 192 Consultants and commercially operated training organisations
- 193 Industrial Training Service
- 194 Professional organisations
- 195 Programmed Instruction Centre for Industry at Sheffield

THE EDUCATIONAL SYSTEM: SCHEDULE 2

200 THE EDUCATIONAL SYSTEM

210 TEACHING STAFF AND ORGANISATION OF TEACHING

- 211 Team teaching
- 212 Principals and senior staff

220 STUDENTS

230 RELATIONSHIP BETWEEN EDUCATION AND TRAINING

240 GUIDANCE AND PLACEMENT; OCCUPATIONAL CHOICE (See also 620)

- 241 Educational guidance; counselling
- 242 Vocational guidance; counselling
- 243 Youth Employment Service
- 244 Other related services
- 245 Pre-employment work experience; transition from school to work

250 SECONDARY EDUCATION

260 FURTHER AND HIGHER EDUCATION ESTABLISHMENTS

- 261 Technical colleges
- 262 Colleges of commerce
- 263 Agricultural educational establishments
- 264 Colleges of education
- 265 Polytechnics
- 266 Universities
- 267 Business schools
- 268 Correspondence colleges
- 269 Specialised (including private) colleges

270 ADULT EDUCATION

- 271 Evening institutes
- 272 University extra-mural activities and Workers' Educational Association

280 TERMINAL QUALIFICATIONS

- 281 Certificate
- 282 Diplomas
- 283 Graduate membership
- 284 Associate membership
- 285 First degrees
- 286 Higher degrees and diplomas

290 EXAMING BODIES

- 291 City and Guilds of London Institute
- 292 Regional examining unions
- 293 Commercial, clerical and secretarial
- 294 Joint and similar committees
- 295 Council for National Academic Awards (CNAA)
- 296 National Examinations Board in Supervisory Studies (NEBSS)

THE WORKING ORGANISATION: SCHEDULE 3

300 THE WORKING ORGANISATION

310 AREA OF ECONOMIC ACTIVITY, INDUSTRIAL CLASSIFICATION

- 311 Standard Industrial Classification. To identify a particular industry the appropriate industry number of the Standard Industrial Classification is used in brackets following this item. See Appendix 5 for a summary of the classification.

320 IDENTIFICATION OF INDIVIDUAL FIRMS

330 PRESENT AND PLANNED WORK PROCESSES AND SYSTEMS, EFFECTS OF CHANGE

- 331 Technological development including automation
- 332 Computers and data processing (See also 894)

340 CONDITIONS OF EMPLOYMENT IN THE ESTABLISHMENT; JOB SATISFACTION; FOR STATUTORY CONDITIONS SEE 132

- 341 Industrial health and welfare arrangements (See also 523)
- 342 Standards of discipline
- 343 Remuneration and methods of payment; job evaluation
- 344 Hours and pattern of working; shift working
- 345 Holidays
- 346 Arrangements for termination of employment

350 ORGANISATION AND COMMUNICATION IN THE ESTABLISHMENT

- 351 Formal organisation structure
- 352 Informal work relationships
- 353 Social relationships
- 354 Communication within the firm
- 355 Written rules and procedures
- 356 Unwritten procedures and customs

360 MANAGEMENT DEVELOPMENT AND MANAGEMENT TECHNIQUES

- 361 Management by objectives

370 PARTICULAR ORGANISATIONAL PROBLEMS

- 371 Small firms
- 372 Firms in remote areas
- 373 Multi-branch firms e.g. retail groups

380 JOINT CONSULTATION

- 381 Local trade union agreements
- 382 Joint training committees

TRAINING SPECIALISTS: SCHEDULE 4

400 TRAINING SPECIALISTS

410 RESPONSIBILITIES AND DUTIES BASED ON LEVELS OF EMPLOYMENT AND NOT FUNCTIONS

- 411 Instructor including part-time instructional staff such as line supervisors
- 412 Supervising/chief instructor, apprentice supervisors
- 413 Training (and education) officer, basic grade
- 414 Senior level training (and education) officer
- 415 Training (and education) manager/director
- 416 Other training specialists; specialists in educational technology

420 SOURCES FOR SELECTION AND RECRUITMENT OF TRAINING SPECIALISTS

430 TRAINING OF TRAINING SPECIALISTS

- 431 Introductory courses
- 432 Post-introductory courses
- 433 Refresher training courses
- 434 Planned experience and guidance
- 435 Diploma and certificate courses
- 436 Professional qualifications

IDENTIFICATION OF TRAINING NEEDS: SCHEDULE 5

500 IDENTIFICATION OF TRAINING NEEDS

510 MEASURES OF OPERATIONAL EFFICIENCY

- 511 Manpower retentions; labour turnover; wastage
- 512 Casual absenteeism
- 513 Sick absence
- 514 Restrictive practices and labour disputes
- 515 Quality standards
- 516 Quantity standards (e.g. Qualified Worker Standard)
- 517 Materials wastage
- 518 Down time, waiting time
- 519 Complaints and other opinion pressures (e.g. Customers, TUs, managers, press)

520 ERGONOMIC FACTORS

- 521 Job circumstances (e.g. paced, dirty, hot, cold, noisy work)
- 522 Job design, methods, layout; job re-design; job enlargement
- 523 Safety considerations
- 524 Job performance aids

530 ANALYTICAL TECHNIQUES, INCLUDES OBSERVATION AND RECORDING

- 531 Questioning techniques
- 532 Job breakdown TWI
- 533 Job analysis; task analysis
- 534 Skills analysis
- 535 Work study; work measurement; method study
- 536 Statistical techniques; statistics

540 SKILL PATTERN REQUIRED FOR JOB PERFORMANCE, DEVELOPMENT OF SKILLS

- 541 Conceptual/intellectual skills; decision making
- 542 Vigilance level, i.e. for monitoring tasks
- 543 Practical/constructional/manual skills
- 544 Physical/activity skills
- 545 Social interaction/communication skills; leadership skills
- 546 Diagnostic/maintenance skills

550 SPECIFIC CATEGORIES REQUIRED

- 551 Manager
- 552 Supervisor
- 553 Professional and technological specialist
- 554 Technician
- 555 Craftsmen
- 556 Commercial and clerical; office jobs
- 557 Operator/operative
- 558 Sales occupations
- 559 Other categories

560 OCCUPATIONAL CLASSIFICATION SYSTEMS

- 561 International Standard Classification of Occupations (ISCO). To identify a particular occupation the appropriate ISCO code number is used in brackets following this item. See Appendix 6 for a summary of this classification.

THE TRAINEE: SCHEDULE 6

600 THE TRAINEE

610 RECRUITMENT

- 611 Recruitment brochures and application forms
- 612 Sources of recruitment liaison
- 613 Job description and personnel specification

620 ASSESSMENT, SELECTION AND ALLOCATION (See also 240)

- 621 Selection tests and examinations
- 622 Assessment of the individual; measures of pre-training attainment
- 623 Assessment of the individual; measures of intelligence and general ability
- 624 Assessment of the individual; measures of special aptitudes
- 625 Assessment of the individual; measures of personality and interests
- 626 Interviewing methods
- 627 Other selection methods

630 STAFF APPRAISAL, CAREER DEVELOPMENT, PROMOTION METHODS

- 631 Annual and other general progress reports
- 632 Career development
- 633 Personal counselling

640 AGE GROUPS AND GENERAL CATEGORIES OF PERSONNEL

- 641 Adults
- 642 Women
- 643 Apprentices
- 644 Other young people
- 645 Accelerated vocational trainees
- 646 Older workers

650 SPECIAL GROUPS OF EMPLOYEES

- 651 Physically handicapped
- 652 Mentally handicapped
- 653 Immigrants and socially disadvantaged
- 654 Part-time workers
- 655 Casual workers

TRAINING ADMINISTRATION: SCHEDULE 7

700 TRAINING ADMINISTRATION

710 TYPES OF TRAINING

- 711 Induction and adjustment, attitude training
- 712 Basic training i.e. specific initial job training
- 713 Progressive (e.g. multi-skill) training, includes broad-based training; modules
- 714 Refresher (or 'booster') training
- 715 Re-training
- 716 Appreciation training

720 LOCATION OF TRAINING: TYPES OF TRAINING CENTRE AND THEIR DESIGN AND LAY-OUT

- 721 On-the-job training
- 722 Training bay or training position
- 723 Works or company school, centre, workshop, works staff college
- 724 Industry or Training Board operated centre
- 725 Government Training Centre
- 726 Educational establishment (cross reference with the appropriate item number under 260)
- 727 Privately run centres
- 728 Home-based

730 FORM OF TRAINING ARRANGEMENTS

- 731 Wholly in-service
- 732 In-service with day release
- 733 In-service with block release
- 734 Sandwich arrangements
- 735 Full-time education course
- 736 Evening course
- 737 Correspondence course

740 GROUP SCHEMES

750 LENGTH OF TRAINING PERIOD AND ATTENDANCE REQUIRED

- 751 Length of training; duration in hours
- 752 Full-time attendance
- 753 Part-time attendance
- 754 Residential course

760 SETTING INSTRUCTIONAL OBJECTIVES AND DESIGN OF PROGRAMMES AND COURSES

761 Setting instructional objectives
762 Subjects of study. The subject matter of training courses which is not appropriate to particular items of the classification is identified by this item followed by the appropriate UDC No. in brackets (See Appendix 7 for some examples)
763 Syllabus and time-table design
764 Session synopsis design

TRAINING METHODS AND LEARNING AIDS: SCHEDULE 8

800 TRAINING METHODS AND LEARNING AIDS: EDUCATIONAL TECHNOLOGY; SYSTEMS APPROACH; DESIGN OF TRAINING SYSTEMS

810 LEARNING THEORY AND PRINCIPLES; THE APPLICATION OF PSYCHOLOGY IN TRAINING

811 Learning, remembering, retention, feedback, knowledge of results, transfer of training
812 Motivation, incentives, attitudes
813 Creativity
814 Individual differences
815 Group processes in learning and thinking; social facilitation of learning
816 'Terminal' behaviour; attainment, performance
817 Design of instruction including language and communication
818 Mental stress

820 LEARNING PROBLEMS OF PARTICULAR AGE-GROUPS AND CATEGORIES

821 Drop-outs, failure rates

830 METHODS OF INSTRUCTION OF GENERAL APPLICATION i.e. FOR GROUP OR INDIVIDUAL INSTRUCTION

- 831 Programmed Instruction
- 832 Taped and other recorded audio instruction; language laboratory
- 833 TWI job instruction
- 834 Practical demonstration
- 835 Project work
- 836 Discovery learning

840 INDIVIDUAL METHODS OF INSTRUCTION

- 841 Correspondence courses
- 842 Private study

850 GROUP METHODS OF INSTRUCTION

- 851 Lecture
- 852 Lesson
- 853 Discussion
- 854 Expert witness
- 855 Case study, in-tray exercises, business games
- 856 Role play, including role reversal
- 857 Syndicate work; conference work
- 858 Group dynamics, sensitivity training

860 VISUAL LEARNING AIDS AND EQUIPMENT, INCLUDING LIBRARIES

- 861 Chalk and display boards e.g. magnetic boards, felt boards
- 862 Drawings, charts, diagrams
- 863 Slides, silent film strip, silent films and projectors, overhead projectors
- 864 Teaching machines (for programmed instruction see 831)
- 865 Manuals, notes and hand-outs
- 866 Fixed models (for working models see 891)

870 AUDIO LEARNING AIDS AND EQUIPMENT

- 871 Record players, discs
- 872 Tape recorders, tapes
- 873 Broadcast radio
- 874 Induction loop systems

880 AUDIO-VISUAL AIDS AND EQUIPMENT; FEEDBACK CLASSROOMS

- 881 Sound film and filmstrip and projectors
- 882 Closed loop films and projection devices
- 883 Broadcast television
- 884 Closed-circuit television (cctv)
- 885 Video tape

890 MULTI-SENSORY LEARNING AIDS AND EQUIPMENT

- 891 Working models (for fixed models see 866)
- 892 Simulators, synthetic trainers; training devices
- 893 Workshop equipment and tools
- 894 Computer aided instruction (CAI) (See also 332)

ASSESSMENT OF TRAINING EFFECTIVENESS: SCHEDULE 9

900 ASSESSMENT OF TRAINING EFFECTIVENESS

910 TRAINING RECORDS, GENERAL PRINCIPLES AND DESIGN

- 911 Instructors' records
- 912 Trainees' records; log books; work books

920 ASSESSMENT; INCLUDES APPRAISAL SYSTEMS

- 921 Continuous assessment methods
- 922 Terminal assessment methods

930 METHODS OF VALIDATION

- 931 Practical tests
- 932 Written tests
- 933 Oral tests
- 934 Observation and interview
- 935 Subjective reports by the training specialist
- 936 Subjective reports by manager/supervisor
- 937 External validation, post-training assessment of measures of operational efficiency
  (Cross reference with appropriate item numbers of 510)

940 USE OF COMPETITIONS

950 EVALUATION

- 951 Training costs
- 952 Training cost-analysis systems
- 953 Cost-effectiveness measurement

SUMMARY OF INDUSTRIES AND THEIR APPROPRIATE STANDARD INDUSTRIAL CLASSIFICATION NUMBERS (SEE ITEM 311 of APPENDIX 4)

ORDER I - AGRICULTURE, FORESTRY, FISHING

Agriculture and Horticulture	001
Forestry	002
Fishing	003

ORDER II - MINING AND QUARRYING

Coal Mining	101
Stone and Slate Quarrying and Mining	102
Chalk, Clay, Sand and Gravel Extraction	103
Petroleum and Natural Gas	104
Other Mining and Quarrying	109

ORDER III - FOOD, DRINK AND TOBACCO

Grain Milling	211
Bread, Flour and Confectionery	212
Biscuits	213
Bacon Curing, Meat and Fish Products	214
Milk and Milk Products	215
Sugar	216
Cocoa, Chocolate and Sugar Confectionery	217
Fruit and Vegetable Products	218
Animal and Poultry Foods	219
Vegetable and Animal Oils and Fats	221
Food Industries not elsewhere specified	229
Brewing and Malting	231
Soft Drinks	232
Other Drink Industries	239
Tobacco	240

ORDER IV - COAL AND PETROLEUM PRODUCTS

Coke Ovens and Manufactured Fuel	261
Mineral Oil Refining	262
Lubricating Oils and Greases	263

ORDER V - CHEMICAL AND ALLIED INDUSTRIES

General Chemicals	271
Pharmaceutical Chemicals and Preparations	272
Toilet Preparations	273
Paint	274
Soap and Detergents	275
Synthetic Resins and Plastics Materials and Synthetic Rubber	276
Dyestuffs and Pigments	277
Fertilizers	278
Other Chemical Industries	279

ORDER VI - METAL MANUFACTURE

Iron and Steel (General)	311
Steel Tubes	312
Iron Castings, etc.	313
Aluminium and Aluminium Alloys	321
Copper, Brass and other Copper Alloys	322
Other Base Metals	323

ORDER VII - MECHANICAL ENGINEERING

Agricultural Machinery (except tractors)	331
Metal-working machine tools	332
Pumps, Valves and Compressors	333
Industrial engines	334
Textile Machinery and Accessories	335
Construction and Earth-Moving Equipment	336
Mechanical Handling Equipment	337
Office Machinery	338
Other Machinery	339
Industrial (including process) Plant and Steelwork	341
Ordnance and Small Arms	342
Other Mechanical Engineering not elsewhere specified	349

ORDER VIII - INSTRUMENT ENGINEERING

Photographic and Document Copying Equipment	351
Watches and Clocks	352
Surgical Instruments and Appliances	353
Scientific and Industrial Instruments and Systems	354

ORDER IX - ELECTRICAL ENGINEERING

Electrical Machinery	361
Insulated Wires and Cables	362
Telegraph and Telephone Apparatus and Equipment	363
Radio and Electronic Components	364
Broadcast Receiving and Sound Reproducing equipment	365
Electronic Computers	366
Radio, Radar and Electronic Capital Goods	367
Electric Appliances primarily for domestic use	368
Other Electrical Goods	369

ORDER X - SHIPBUILDING AND MARINE ENGINEERING

Shipbuilding and Ship-repairing	370/1
Marine Engineering	370/2

ORDER XI-- VEHICLES

Wheeled Tractor Manufacturing	380
Motor Vehicle Manufacturing	381
Motor Cycle, Tricycle and Pedal Manufacture	382
Aerospace Equipment Manufacturing and Repairing	383
Locomotives and Railway Track Equipment	384
Railway carriages and Wagons and Trams	385

ORDER XII - METAL GOODS NOT ELSEWHERE SPECIFIED

Engineers' Small Tools and Gauges	390
Hand Tools and Implements	391
Cutlery, Spoons, Forks and Plated Tableware, etc.	392
Bolts, Nuts, Screws, Rivets, etc.	393
Wire and Wire Manufactures	394
Cans and Metal Boxes	395
Jewellery and Precious Metals	396
Metal Industries not elsewhere specified	399

ORDER XIII - TEXTILES

Production of Man-Made Fibres	411
Spinning and Doubling on the Cotton and Flax Systems	412
Weaving of Cotton, Linen and Man-Made Fibres	413
Woollen and Worsted	414
Jute	415
Rope, Twine and Net	416
Hoisery and Other Knitted Goods	417
Lace	418
Carpets	419
Narrow Fabrics (not more than 30cm wide)	421
Made-up Textiles	422
Textile Finishing	423
Other Textile Industries	429

ORDER XIV - LEATHER, LEATHER GOODS AND FUR

Leather (Tanning and Dressing) and Fellmongery	431
Leather Goods	432
Fur	433

ORDER XV - CLOTHING AND FOOTWEAR

Weatherproof Outerwear	441
Men's and Boys' Tailored Outerwear	442
Women's and Girls' Tailored Outerwear	443
Overalls and Men's Shirts, Underwear, etc.	444
Dresses, Lingerie, Infants' wear, etc.	445
Hats, Caps and Millinery	446
Dress Industries not elsewhere specified	449
Footwear	450

ORDER XVI - BRICKS, POTTERY, GLASS, CEMENT, ETC.

Bricks, Fireclay and Refractory Goods	461
Pottery	462
Glass	463
Cement	464
Abrasives and Building Materials, etc. not elsewhere specified	469

ORDER XVII - TIMBER, FURNITURE, ETC.

Timber	471
Furniture and Upholstery	472
Bedding, etc.	473
Shop and Office Fitting	474
Wooden Containers and Baskets	475
Miscellaneous Wood and Cork Manufactures	479

ORDER XVIII - PAPER, PRINTING AND PUBLISHING

Paper and Board	481
Packaging Products of Paper, Board and Associated Materials	482
Manufactured Stationery	483
Manufactures of Paper and Board not elsewhere specified	484
Printing, Publishing of Newspapers	485
Printing, Publishing of Periodicals	486
Other Printing, Publishing, Bookbinding, Engraving, etc.	489

ORDER XIX - OTHER MANUFACTURING INDUSTRIES

Rubber	491
Linoleum, Plastics Floor-Covering, Leathercloth, etc.	492
Brushes and Brooms	493
Toys, Games, Children's Carriages and Sports equipment	494
Miscellaneous Stationers' Goods	495
Plastics Products not elsewhere specified	496
Miscellaneous Manufacturing Industries	499

ORDER XX - CONSTRUCTION

Construction	500

ORDER XXI - GAS, ELECTRICITY AND WATER

Gas	601
Electricity	602
Water Supply	603

ORDER XXII - TRANSPORT AND COMMUNICATION

Railways	701
Road Passenger Transport	702
Road Haulage Contracting for General Hire or Reward	703
Other Road Haulage	704
Sea Transport	705
Port and Inland Water Transport	706
Air Transport	707
Postal Services and Telecommunications	708
Miscellaneous Transport Services and Storage	709

ORDER XXIII - DISTRIBUTIVE TRADES

Wholesale Distribution of Food and Drink	810
Wholesale Distribution of Petroleum Products	811
Other Wholesale Distribution	812
Retail Distribution of Food and Drink	820
Other Retail Distribution	821
Dealing in Coal, Oil, Builders' Materials, Grain and Agricultural Supplies	831
Dealing in other Industrial Materials and Machinery	832

ORDER XXIV - INSURANCE, BANKING, FINANCE AND BUSINESS SERVICES

Insurance	860
Banking and Bill Discounting	861
Other Financial Institutions	862
Property Owning and Managing, etc.	863
Advertising and Market Research	864
Other Business Services	865
Central Offices not allocable elsewhere	866

ORDER XXV - PROFESSIONAL AND SCIENTIFIC SERVICES

Accountancy Services	871
Educational Services	872
Legal Services	873
Medical and Dental Services	874
Religious Organisations	875
Research and Development Services	876
Other Professional and Scientific Services	879

ORDER XXVI - MISCELLANEOUS SERVICES

Cinemas, Theatres, Radio, etc.	881
Sport and Other Recreations	882
Betting and Gambling	883
Hotels and Other Residential Establishments	884
Restaurants, Cafes, Snack Bars	885
Public Houses	886
Clubs	887
Catering Contractors	888
Hairdressing and Manicure	889
Private Domestic Service	891
Laundries	892
Dry Cleaning, Job Dyeing, Carpet Beating, etc.	893
Motor Repairers, Distributors, Garages and Filling Stations	894
Repair of Boots and Shoes	895
Other Services	899

ORDER XXVII - PUBLIC ADMINISTRATION AND DEFENCE

National Government Service	901
Local Government Service	906

INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (SEE ITEM 561 OF APPENDIX 4)

Summary of the ISCO classification to the minor group level

MAJOR GROUP 0/1: PROFESSIONAL, TECHNICAL AND RELATED WORKERS

0-1	Physical scientists and related technicians
0-2/0-3	Architects, engineers and related technicians
0-4	Aircraft and ships' officers
0-5	Life scientists and related technicians
0-6/0-7	Medical, dental veterinary and related workers
0-8	Statisticians, mathematicians, systems analysts and related technicians
0-9	Economists
1-1	Accountants
1-2	Jurists
1-3	Teachers
1-4	Workers in religion
1-5	Authors, journalists and related writers
1-6	Sculptors, painters, photographers and related creative artists
1-7	Composers and performing artists
1-8	Athletes, sportsmen and related workers
1-9	Professional and technical workers not elsewhere classified

MAJOR GROUP 2: ADMINISTRATIVE AND MANAGERIAL WORKERS

2-0	Legislative officials and government administrators
2-1	Managers

MAJOR GROUP 3: CLERICAL AND RELATED WORKERS

3-0	Clerical supervisors
3-1	Government, executive officials
3-2	Stenographers, typists and card and tape punching machine operators
3-3	Book-keepers, cashiers and related workers
3-4	Computing machine operators
3-5	Transport and communications supervisors
3-6	Transport conductors
3-7	Mail distribution clerks
3-8	Telephone and telegraph operators
3-9	Clerical and related workers not elsewhere classified

MAJOR GROUP 4: SALES WORKERS

4-0	Managers (wholesale and retail trade)
4-1	Working proprietors (wholesale and retail trade)
4-2	Sales supervisors and buyers
4-3	Technical salesmen, commercial travellers and manufacturers' agents
4-4	Insurance, real estate, securities and business services salesmen and auctioneers
4-5	Salesmen, shop assistants and related workers
4-9	Sales workers not elsewhere classified

MAJOR GROUP 5: SERVICE WORKERS

5-0	Managers (catering and lodging services)
5-1	Working proprietors (catering and lodging services)
5-2	Housekeeping and related service supervisors
5-3	Cooks, waiters, bartenders and related workers
5-4	Maids and related housekeeping service workers not elsewhere classified
5-5	Building caretakers, charworkers, cleaners and related workers
5-6	Launderers, dry-cleaners and pressers
5-7	Hairdressers, barbers, beauticians and related workers
5-8	Protective service workers
5-9	Service workers not elsewhere classified

MAJOR GROUP 6: AGRICULTURAL, ANIMAL HUSBANDRY AND FORESTRY WORKERS, FISHERMEN AND HUNTERS

6-0	Farm managers and supervisors
6-1	Farmers
6-2	Agricultural and animal husbandry workers
6-3	Forestry workers
6-4	Fishermen, hunters and related workers

MAJOR GROUP 7/8/9: PRODUCTION AND RELATED WORKERS, TRANSPORT EQUIPMENT OPERATORS AND LABOURERS

7-0	Production supervisors and general foremen
7-1	Miners, quarrymen, well drillers and related workers
7-2	Metal processers
7-3	Wood preparation workers and paper makers
7-4	Chemical processers and related workers
7-5	Spinners, weavers, knitters, dyers and related workers
7-6	Tanners, fellmongers and pelt dressers
7-7	Food and beverage processers
7-8	Tobacco preparers and tobacco product makers
7-9	Tailors, dressmakers, sewers, upholsterers and related workers
8-0	Shoemakers and leather goods makers
8-1	Cabinet makers and related wood workers
8-2	Stone cutters and carvers
8-3	Blacksmiths, toolmakers and machine tool operators
8-4	Machinery fitters, machine assemblers and precision instrument makers (except electrical)
8-5	Electrical fitters and related electrical and electronics workers
8-6	Broadcasting station and sound equipment operators and cinema projectionists
8-7	Plumbers, welders, sheet metal and structural metal preparers and erectors
8-8	Jewellery and precious metal workers
8-9	Glass formers, potters and related workers
9-0	Rubber and plastics product makers
9-1	Paper and paperboard products makers
9-2	Printers and related workers
9-3	Painters
9-4	Production and related workers not elsewhere classified
9-5	Bricklayers, carpenters and other construction workers
9-6	Stationary engines and related equipment operators
9-7	Material-handling and related equipment operators, dockers and freight handlers
9-8	Transport equipment operators
9-9	Labourers not elsewhere classified

MAJOR GROUP X: WORKERS NOT CLASSIFIED BY OCCUPATION

X-1	New workers seeking employment
X-2	Workers reporting occupations unidentifiable or inadequately described
X-3	Workers not reporting any occupation

EXAMPLES OF UNIVERSAL DECIMAL CLASSIFICATION (UDC) NUMBERS TO IDENTIFY SUBJECT MATTER OF TRAINING COURSES (SEE ITEM 762 OF APPENDIX 4)

Accountancy	657
Aeronautical Engineering	629.13
Architecture	72
Art and design	74
Biology	574
Book-keeping	657
Business Studies	658
Carpentry	694
Catering	64
Chemistry	54
Chemical Engineering	66
Commercial Subjects	658
Decimalisation of Coinage	332.4
Domestic Science	64
Economics	330
Engineering	62
Languages	80
Law	34
Management Studies	65
Marketing	658
Mathematics	51
Mechanical Engineering	621
Metrication	389
Science	6
Technical Drawing	74
Technology	62

Subsidiary classification

Abstract No.

Main classification

042	594 (270)	281	715 (556)	540	497 (551)
084	538 (831)	286	564 (230)	540	719 (360)
084	571 (411)	291	571 (411)	542	553 (520)
113	636 (760)	311	615 (831)	543	614 (816)
120	610 (081)	311	632 (881)	551	584 (900)
121	529 (200)	311	651 (552)	551	595 (831)
121	532 (200)	311	672 (894)	551	673 (855)
122	520 (536)	330	621 (400)	551	697 (351)
124	601 (520)	331	527 (534)	551	712 (760)
151	655 (551)	331	626 (311)	552	608 (620)
193	563 (552)	331	713 (300)	553	496 (151)
200	509 (121)	340	519 (820)	553	585 (610)
200	627 (081)	340	617 (360)	555	510 (713)
210	647 (831)	350	515 (096)	556	494 (552)
240	554 (633)	351	546 (551)	556	559 (831)
242	511 (625)	352	697 (351)	556	572 (331)
242	517 (625)	360	489 (894)	560	607 (161)
245	495 (266)	360	490 (331)	561	635 (534)
250	512 (884)	360	587 (270)	561	656 (892)
260	644 (553)	360	589 (630)	613	668 (531)
261	541 (860)	360	690 (551)	621	531 (620)
261	550 (121)	500	695 (121)	624	501 (892)
261	557 (894)	500	689 (200)	624	534 (641)
266	515 (096)	520	513 (892)	624	540 (530)
266	542 (623)	534	551 (892)	624	530 (534)
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44/45

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